



# JOB DESCRIPTION

<b>Position:</b>	Inventory Control
<b>Date:</b>	2020
<b>Reports to:</b>	Warehouse Manager
<b>Overview:</b>	This position will participate in many areas of the warehouse providing support to ensure a smooth flow of product through the warehouse. The position will also work on the integrity of the inventory held within the warehouse so that the proper quantities are provided for order entry, customer service and purchasing.

## **Main Functions include:**

- Maintain inventory levels; perform cycle counts and coordinating with warehouse for accuracy
- Daily cycle counts of inventory and reconciliation
- Liaise with Supervisors to assist with warehouse or employee issues related to inventory control
- Cycle count problem sku's
- Participate in the development and modification of TWL procedures
- Return short shipment exchanges to appropriate bin locations
- Maintain warehouse labels for bin locations primary pick locations etc within the warehouse
- Implementation of various projects and tasks (i.e. full case split case project)
- Assist in the appropriate adjustments when inventory becomes out of balance based on customer complaints and or warehouse transfer exceptions
- Develop product specific notations in the system to inform pickers, and other warehouse staff of characteristics of the products to be picked
- Addressing inventory concerns, queries and requests from within the company
- Address issues in preparation for physical inventory at Jane or other warehouse locations if required
- Basic day to day TWL problem solving
- Work closely with Warehouse Logistics
- Cycle counting and product maintenance as required
- Assist in various departments (picking, receiving, put away, replenishment) when required during heavy volume periods
- Where appropriate various aspects of the Warehouse Logistics position will be cross trained and or adopted where they relate to inventory control
- Follow all health and safety procedures
- Primary contact for electronic and physical co-ordination of inventory movements
- Any other duties as required

## **Requirements:**

- Must be comfortable working in the TWL environment
- Knowledge of or the willingness to learn the **Infor** environment
- Computer skills, Accurate typing skills, Excel, word, outlook
- Must be a self starter and be able to work independently